

M e m o r a n d u m

Date: December 11, 2009

To: Buttonwillow Area
Attention: Lieutenant D. L. Green

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Buttonwillow Area was conducted on February 4, 2008. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 30, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E).

According to the OPI inventory lists, the command had a total property inventory population of 354 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 53 items when rounded to the nearest whole number (d).

| | Population Size | Percentage of Total | Calculated Sample Size | Predetermined List Sample Size |
|---------------------------|-----------------|---------------------|------------------------|--------------------------------|
| | (a) | (b) | (c) | (d) |
| ICU Decals | 159 | 44.92% | 23.81 | 24 |
| Telecommunications | 112 | 31.64% | 16.77 | 17 |
| Fleet | 15 | 4.24% | 2.25 | 2 |
| Weapons | 68 | 19.21% | 10.18 | 10 |
| Total | 354 | | | 53 |

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 48 of the 53 items were located. One item (postage scale, #90624) was attached to another item (mailing machine) when returned/transferred to Supply Services Unit. A memorandum is attached to the report outlining the transaction, along with the Credit Memo, CHP 266, form which

Safety, Service, and Security

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documents the return of the mailing machine. Additionally, four other items were transferred and require a correction to the property record. Also, during the inspection, one item (gun, [REDACTED]) was unavailable for inspection due to the employee being out of the office; however, a photo of the item was provided by the command to account for this item and is attached to the report. Another item (breath analyzer system PAS device, #153272) was unavailable for inspection but a photo was provided and included in the report. Furthermore, one of the 46 located items (hand-held radio, #R66769) requires a replacement decal. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 11, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Central Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT

A

ATTACHMENT A

[illegible]

ATTACHMENT

B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Buttonwillow Area - #426

ATTACHMENT B

| ASSET # | DESCRIPTION | SERIAL # | Y | N | A | T | C | OTHER |
|--|--------------------------------------|-------------|---|---|---|---|---|-----------------|
| PROPERTY INSPECTION LIST TO EQUIPMENT | | | | | | | | |
| 1 | CANOPY P0426D6006 | | X | | | | | |
| 2 | CAMERA STILL 35MM TELLE80 P0426D7013 | 1509275 | X | | | | | |
| 3 | RADAR UNIT TRAFFIC | 041554 | X | | | | | |
| 4 | VCR | KOKN02805 | X | | | | | |
| 5 | FAX MACHINE | L71684032 | | | | X | | CHP 266 |
| 6 | PRINTER | JPDLR59647 | | | | X | | CHP 266 |
| 7 | LAPTOP | L3KVXG4 | X | | | | | |
| 8 | LAPTOP | 0036912822 | X | | | | | |
| 9 | LAPTOP | 0036912882 | X | | | | | |
| 10 | LAPTOP | 0037264578 | X | | | | | |
| 11 | COMPUTER | 2UA7100T25 | X | | | | | |
| 12 | COMPUTER | 2UA7100SZ8 | X | | | | | |
| 13 | COMPUTER | 2UA7100T16 | X | | | | | |
| 14 | COMPUTER | 2UA7100SWN | X | | | | | |
| 15 | BREATH ANALYZER SYSTEM PAS DEVICE | 90102756-82 | | X | | | | Photo attached. |
| 16 | PRINTER | MY68U210BY | X | | | | | |
| 17 | CANOPY , ROYAL BLUE/PMS YELLOW | | X | | | | | |
| 18 | GENERATOR | | X | | | | | |
| 19 | CAMERA SURESHOT | 3437034 | X | | | | | |
| 20 | SLIDE PROJECTOR | A-474761 | | | | X | | CHP 266 |
| 21 | MAILING MACHINE MOD E-200 | 59384 | | | | X | | CHP 266 |

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Buttonwillow Area - #426

ATTACHMENT B

| ASSET # | DESCRIPTION | SERIAL # | Y | N | A | T | C | OTHER |
|---------|---|------------|---|---|---|---|---|-------------------------|
| 22 | 90624 POSTAGE SCALE MOD A510 P00D0065 | 41181 | | | | X | | CHP 266, Refer to memo. |
| 23 | 97586 CAMERA W/ACCESSORIES | 1638530 | X | | | | | |
| 24 | AF01884 COMPUTER VECTRA VL400 #040D2002 | US13351040 | X | | | | | |

LEGEND
 (Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

☒ Return ☐ Repair ☐ Transfer
☐ Loan, return by: _____

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]



☒ Return ☐ Repair ☐ Transfer
☐ Loan, return by: _____

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

Destroy Previous Editions

M e m o r a n d u m

Date: September 29, 2009

To: Buttonwillow Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Buttonwillow Area

File No.: 426.11191

Subject: CHP 266 (CREDIT MEMO - EQUIPMENT) CORRECTION

Buttonwillow Area recently returned a Pitney Bowes Mail Scale; model A510 P00D0065, CHP # 90624, to Supplies Services on September 21, 2009. The item was listed on the CHP 266 (Credit Memo – Equipment Form) with the Mailing Machine, model E-200, CHP #87550. The mail scale should have been listed separately on the CHP 266.



Doug Peters, I.D. 11191
Sergeant

Safety, Service, and Security

ATTACHMENT

C

ATTACHMENT C

[illegible]

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

D

ATTACHMENT D

[illegible]

LEGEND',
(N) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

E

68

Officer Issued Weapons

Issued to officer

Comments

The image shows a document page with three columns of text. All text in the document has been redacted with thick black horizontal bars. The redaction covers the entire content of the page, leaving no legible text visible.

PHOTO

426 - Buttonwillow

[REDACTED]

Issued to officer: [REDACTED]

ID# Last Name

Ser#Comments

Officer Issued Weapons Total:

[REDACTED] b5

Comments

Ser#

Control#

Comments

Department of California Highway Patrol
Complete Area Inventory
426 - Buttonwillow

September 14, 2009

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Complete Area Inventory

426 - Buttonwillow

September 14, 2009

[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]
[REDACTED]

Ser#

Control#

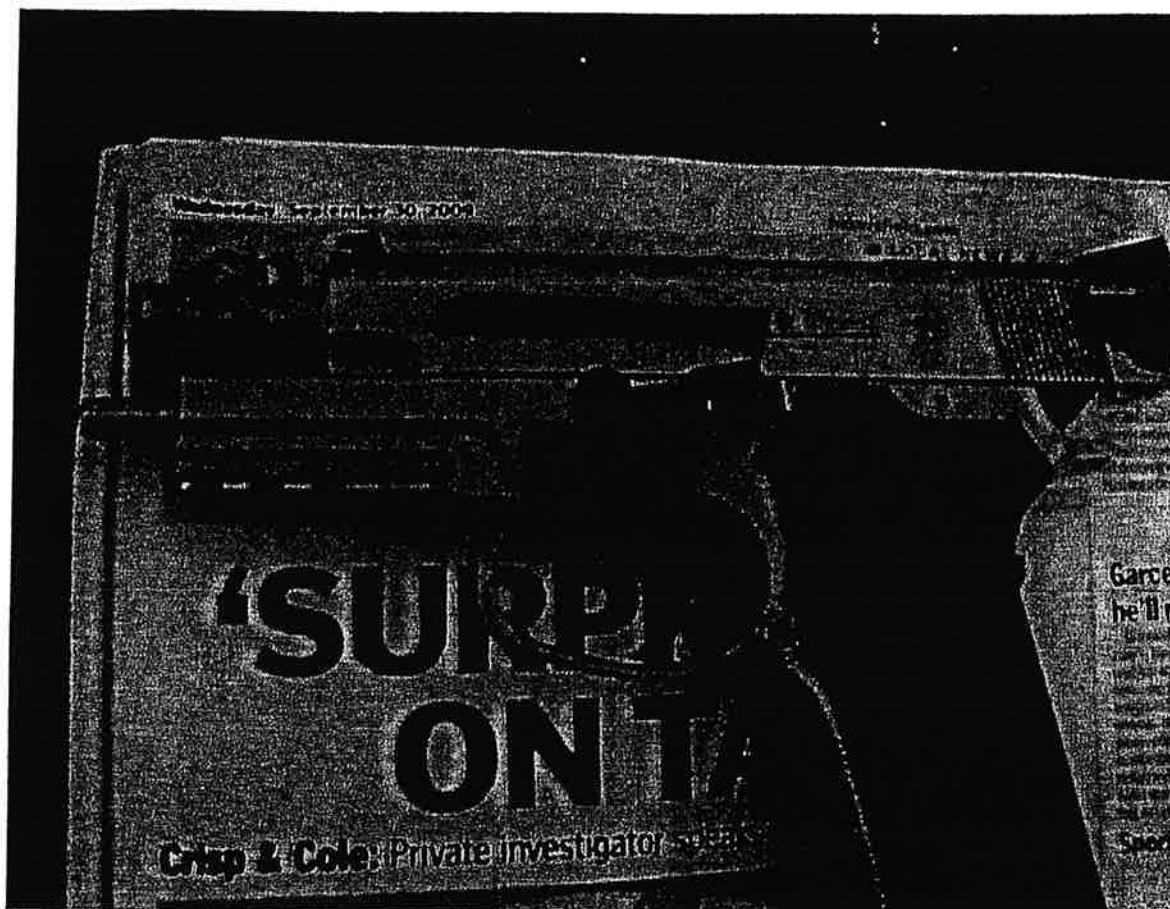
Comments

[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]
[REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]



WEAPON

